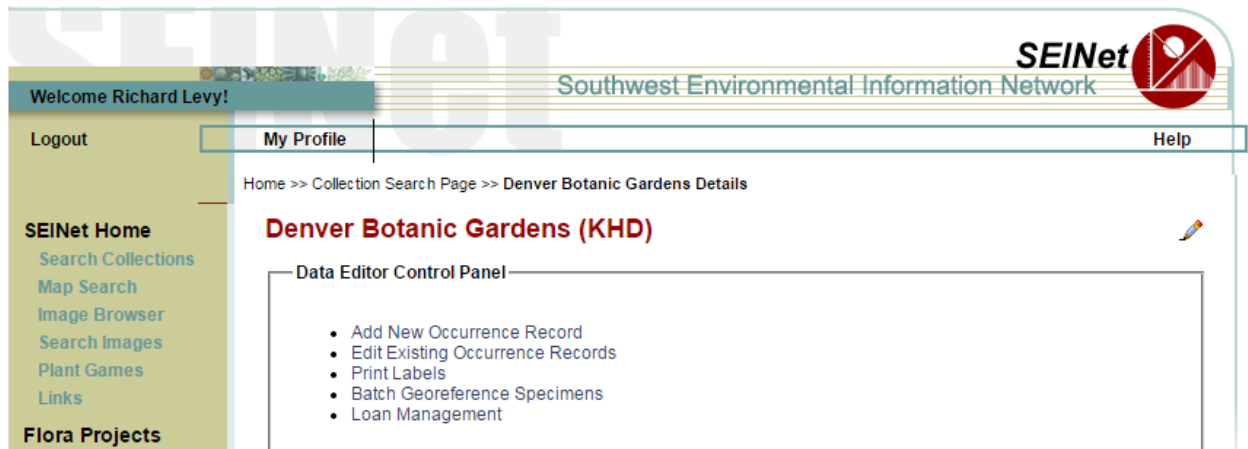# Starting up SEINet (for KHD Collections)

1. Using Firefox or Google Chrome browser, navigate to the SEINet homepage (http://swbiodiversity.org/seinet/index.php).
2. If this is your first time on the portal, select "New SEINet Account" from the upper left-hand corner of the screen. Otherwise, choose "Log In" and follow the prompts.
3. Once you are logged in, choose "Search Collections" from the left menu bar. This should be the first option available under the header "SEINet Home".
4. Then click "My Profile" at the top of the page. This will direct you to a page with three tabs.
5. Choose the center tab, "Specimen Management"
6. Then click "Denver Botanic Gardens (KHD)". This will take you to the Data Editor Control Panel (if the control panel does not appear, click the small pencil on the upper right portion of the screen)

Databasing Records from Images

Here we outline the procedure for entering complete information pertaining to a specimen record that exists in the database, but only contains the KHD barcode and an image ("**stub record**").

1. First, a search must performed to locate stub records.
2. Click "Edit Existing Occurrence Records"
3. Since we are looking for records that are missing information, we will query for the following (click the +Pencil symbol on the right to add more query fields)
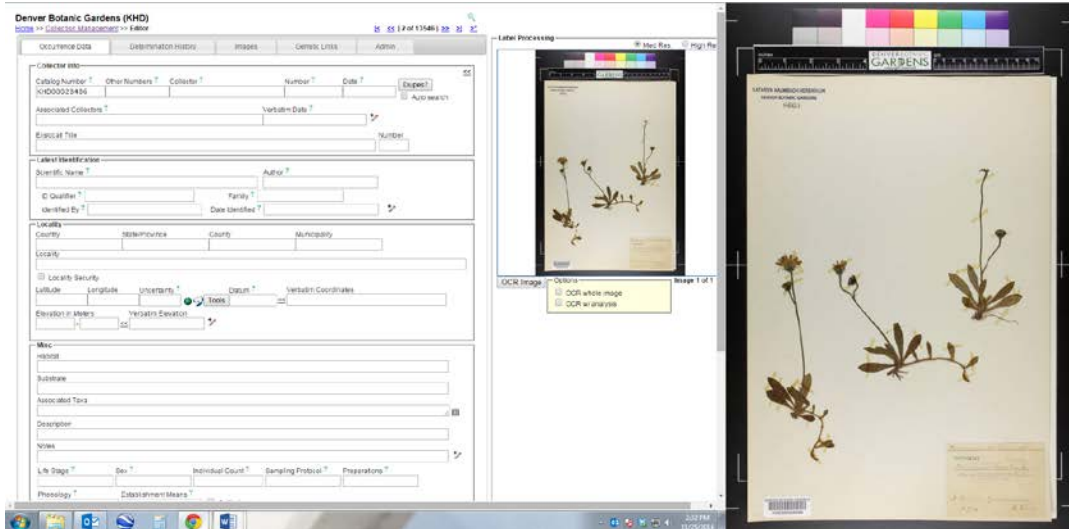

    a. **Scientific Name   IS NULL**

   b. **Collector/Observer**   **IS NULL**

   c. **Locality**   **IS NULL**

   d. ☑ **With Images**

4. Click "Display Table". This will generate a list of stub records that only have a KHD barcode and an image.
5. Choose a record to edit by clicking the "Symbiota ID" number on the left side of the screen.
6. Next you will need to view the image for the specimen record. Click the "Images" Tab at the top of the page.
7. Then click directly on the image on the left side of the screen. This will open the full size image in a new tab. Drag this tab (click, hold, and move tab) to the opposite screen.
8. Then choose the "Occurrence Data" tab on the other browser window.
9. You screens should look like this:

10. Click on the image to zoom in, in order to read label, etc.
11. Now you are ready to begin entering information into the database fields.

   Remember: **ALL INFORMATION FROM LABEL MUST BE RECORDED INTO DATABASE**

IMPORTANT: **SPECIMENS THAT ARE CULTIVATED, COLLECTED BY LORAINE YEATTS, OR MAKRED AS "PERMANENT LOAN AT UCD" IN DISPOSITION ARE TO BE SKIPPED, HOWEVER PLEASE DO THE FOLLOWING:**

For Cultivated specimens: Check the "Cultivated" box and enter "managed" in the Establishment Means field

For those collected by Loraine, complete only the Collector and Collector Number fields

General Hints	Green Question Marks	Click on any of these icons to see a complete list of field descriptions.
	Pencil Icon	Click on this icon to display additional fields as needed.
Collector Information	**Catalog Number**	The barcode number (KHD000#####). It may be entered by hand or using the barcode scanner. For databasing from images, this field should already be complete.
	Other Numbers	The accession number, generally located near the herbarium stamp. (Upper left hand corner of herbarium sheet in most cases)
	Collector	The **first listed collector ONLY**. If no collector, record as "unknown". Record full first, middle, and last name when possible (in that order). No commas. Place a space between initials (A. B. Smith, rather than A.B. Smith).
	Number	The collector number (may include letters as well). If no number, record as "s.n.".
	Date	The date the specimen was collected. Must be entered as yyyy-mm-dd. Unknown month or days should be recorded as "00". If no date, leave this field blank and record "**collection date unknown**." in the **Verbatim Date** field below.
	Associated Collectors	Additional collectors (full first and last names, when possible) **separated by a semicolon** "**;**".

Do not put determiner in this field.

If an associated collector has recorded their collector number, place it in the notes field along with the associated collector's name as such: Associated Collector John Smith 32. |
| **Latest Identification** | **Scientific Name** | Type the name on the original label. **Do not use a name penciled in above the original label.** However, if a label with a new determination is pasted above the original label, this determination should be used, as it is the most recent.

As you type, an auto-population menu will become available. Select the appropriate genus, species, and variety (if applicable). Once you make a selection, the **Author** and **Family** fields will automatically be populated.

If the name doesn't auto-populate, fill out the rest of the record but **leave scientific name, author and family blank**. These records require additional investigation.

If the specimen is a **hybrid** first see if the hybrid name appears on the dropdown list. If the hybrid name is not in the database lexicon, then identify to genus. Then place the two species names in the "Identification Remarks" field, separated by an "x". |

	Identified By, Date Identified	If applicable, enter the determiner and the date (full first and last name when possible, date can be in format in which it appears). Usually appears on label as "Det. John Doe" or "Det. by John Doe". **Record the name and date only (do not include "det.")**
	Identification Qualifier	The determiner's expression of uncertainty in their identification. This will be listed on the label along with the scientific name. Ex: cf., aff.
Locality	**Country, State/Province, County, Municipality**	As you type, auto-population menus will become available. Enter the name only, **do not** enter additional designations such as "County". Only use for when locality occurs within said region (For example if occurrence was "near Denver" do not place Denver in the Municipality field, but rather "near Denver" in locality field. Use "USA" for United States of America.
	Locality	Additional information about the location in which the specimen was collected. Include Municipality information in this field. Also include 7½' Quads if applicable. Follow the entry with a ".". Think of this field as the information used to find the exact location again.
	Latitude, Longitude	Latitude and longitude in decimal degrees. If coordinates are available in a different format (degree/minute/second, UTM, TRS), click the Tools button and enter as given. Click the "Insert Values" button. Locality information will then be converted to decimal degrees. NOTE: after entering coordinates, click the 🌐 icon to double check that the georeference point is in an appropriate location.
	Elevation in Meters	Single elevation (first box) or elevation range in meters. If the elevation is listed in feet, enter it in the **Verbatim Elevation** field followed by the designation "ft". This will automatically be converted to meters.
Misc	**Habitat**	Description of the habitat in which species was collected, including slope, aspect, and common names of associated taxa. Follow the entry with a ".".
	Substrate	Do not use this field. Enter all substrate information into **Habitat** and follow with a ".".
	Associated Taxa	Click the ▦ icon and enter the associated species. An auto-population menu will appear as you begin to type in the pop-up window. Once the correct name is selected, choose "Add Name" and repeat for each additional species (commas will automatically be added). Follow with a ".". NOTE: only scientific names should be recorded in this field, all others should go in **Habitat**.
	Description	Any description of the specimen at the time of collection (e.g. size, color, abundance). Follow entry with a ".".
	Notes	Include information that doesn't fit elsewhere within this field. This could include "floristic

		survey", plant societies, etc. Follow with a ".". Include the common name of a cultivated species here, if on the label.
	Phenology	If identifiable, enter reproductive stage as: Flower, Flower and fruit, Fruit, Pollen cone, Seed cone, Spore, or Sterile. Follow with a ".". NOTE: Please don't guess. If you are unsure, leave blank.
	Establishment Means	If the specimen is CULTIVATED, enter "managed" into this field
	Cultivated	**If the specimen is CULTIVATED, check this box.** Leave Habitat field empty **For specimens collected at Denver Botanic Gardens:** Locality= Denver Botanic Gardens, 909 York Street (followed by garden name; include word "Garden"). Please reference GardenNames_DenverBotanicGardens document. Georeference as: Lat: 39.732207 Long: -104.961468 Uncertainty: 293. Elevation: 1643m (5390 ft) Georeference Remarks: Georeferenced to Denver Botanic Gardens. Georef Verification Status: reviewed – high confidence. Datum: WGS84 **If has Cultivar 'name', place in ID Remarks enclosed with single quotation marks.** **For Specimens Collected at DBG Chatfield Farms:** Locality = (Either Main site, South property, or Massey Draw), Denver Botanic Gardens Chatfield Farms, 8500 W Deer Creek Canyon Road.
Curation	**Processing Status**	Please reference the **KHD_ProcessingStatus_Protocol** It is *most likely* that those transcribing data from images will change the Processing Status to Stage 2.